

Vestavia Hills Tag Office
Vehicle Renewal/Registration - Checklist

You are allowed 20 calendar days from the date of purchase to register your vehicle. Registrations in excess of 20 calendar days will result in a \$15.00 penalty. The City of Vestavia Hills can only register/renew vehicle registrations for City of Vestavia Hills residents who reside in the Jefferson County portion of Vestavia Hills. For new registrations, you are required to have purchased the vehicle from an Alabama Dealer and must have all title work completed. We are unable to process any title work in our office. Additionally, you can renew and register vehicles that meet all qualifications online. The links can be found on our website <https://vhal.org/vehicle-tags/>. Please note that if you have moved and still reside within the city limits of Vestavia Hills, you will not be able to renew online. You will be required to come into the office with proof of residency documentation.

<u>What Do I Need to Bring To Renew a Vehicle?</u>	
<input type="checkbox"/>	Must live within the City limits of Vestavia Hills
<input type="checkbox"/>	Tag Numbers (Can be found on The renewal notice or previous year registration)
<input type="checkbox"/>	Proof of Insurance (Insurance provider must be licensed to do business in Alabama, and their NAIC# must be visible on the document; along with policy number, vehicle info(make, model, year and VIN), and coverage period. The insurance card is the most common and preferred document.)
<input type="checkbox"/>	Proof of Residency in Vestavia Hills (for new residents and those updating their address only) Name on registration must be on proof of residency document. Acceptable documents are: *Property tax on home showing homestead *Lease or Mortgage statement *Current Utility Bill (power, water, gas, internet, or cable) *Non expired driver's license or state issued ID with current address *If you are living with someone and your name is not on any of the above documents we will accept a signed statement from property owner stating you live with them and one document from the above list with their name on it.
<input type="checkbox"/>	A valid (non-expired) Driver's License or State issued ID for each owner. (We are required to keep the expiration date up-to-date in our system. A picture of it is fine.) (Note: Company owned vehicles require an FEIN)

<u>What Do I Need to Bring to Register a Vehicle Purchased/Leased from an Alabama Dealer?</u>	
*If purchased from and Individual, or from and Out of state dealer you will have to register at a Jefferson County Office	
<input type="checkbox"/>	Must live within the City limits of Vestavia Hills
<input type="checkbox"/>	Title Application
<input type="checkbox"/>	Bill of Sale with itemized sales tax breakdown
<input type="checkbox"/>	Proof of Insurance (Insurance provider must be licensed to do business in Alabama, and their NAIC# must be visible on the document; along with policy number, vehicle info(make, model, year and VIN), and coverage period. The insurance card is the most common and preferred document.)
<input type="checkbox"/>	Power of Attorney (If you are registering a vehicle for someone else and your name is not on the title application you will need a completed signed motor vehicle power of attorney form.)
<input type="checkbox"/>	A valid (non-expired) Driver's License or State issued ID for each owner. (The names on the driver's license/ID must match the names on the paperwork and must be the owner's current legal name) (Note: Company owned vehicles require an FEIN)
<input type="checkbox"/>	Transfer a license plate If you have a non-expired license plate from a vehicle you no longer own, you may transfer that to your new vehicle purchase. The name on the registration of the old vehicle must match the name on the title application for the new vehicle. You are required to bring proof you no longer own the vehicle. We accept any of the following documents: *Bill of Sale *Total Loss Letter *Lease End Agreement

Note: If you are renewing and your insurance verifies, we will not need proof of insurance. However, in the event it doesn't verify, we will need to scan your proof of insurance into our system.

Disclaimer: This information provided by the Vestavia Hills Finance Department is the most current and thorough information available to help expedite your transaction. The license office regards every transaction as unique; however, we have only addressed the most common types of transactions and provided basic information regarding documents needed before visiting the license office.